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17 SEP 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Discontinued Service Retirement

REFERENCE : Memorandum for DDO from DDA, dtd 9 Sep 74;
Same Subject

1. I have attached our projection of on-duty strength as of 31 December 1974. It differs slightly from the Office of Personnel's projection for the noted reason.

2. I do consider it appropriate to extend discontinued service and voluntary/involuntary retirement options to the personnel of this Directorate. In addition to the fact that we have a surplus situation, which we expect will extend throughout a good portion of the Fiscal Year, the provision of these options will assist us in our long-range manpower planning. Our Directorate profile indicates an imbalance in our professional manpower mix. This has been with us a long time, stemming from a rapid build-up in the early 1950's and is caused by that segment in our population falling within the 50 to 55 year age bracket. We expect this to dissipate in the next few years through the early retirement process. We must, however, continue to bring into the Directorate well-qualified young professionals to bring our profile into better balance.

3. I recommend an Agency-wide policy of continuing the discontinued service and voluntary/involuntary retirement option throughout the remainder of FY75, subject to the condition that each Deputy Director may apply it within his Directorate in a manner that will best assist him in resolving his own particular manpower problems.

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William E. Nelson
Deputy Director for Operations

Attachment: Projected On-Duty Strength

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